

CA-PMM

Project Name: Disability Insurance Automation Project

OCIO Project #: 7100-192

Department: Employment Development Department

Revision Date: 4/30/09

Status Report

Status Report – Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	Yes			
2. Were any key milestones or deliverables rescheduled?	No			
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	No			
9. Are there any staffing problems?	No			

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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	No		
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	No		
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

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Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

DIA Special Project Report (SPR) delivered to Labor and Workforce Development Agency at noon on April 28, 2009.

Initiated preparations with EDD's Facilities Group and Human Resources Group for additional staff in the Design, Development and Implementation (DDI) Phase of the project.

Began work on the Document Management System (DMS) vendor procurement. DI forms development continues as planned.

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Release RFP	2/26/08		Done		3/4/08
Evaluation of Draft Proposals	7/25/08		Done		7/20/08
Evaluation of Final Proposals	10/22/08		Done		10/29/08
Public Cost Opening	10/30/08		Done		10/30/08
Cost Evaluation	11/7/08		Done		1/6/09
Contract Negotiation	12/1/08		Done	PCC 6611 negotiations were entered into with bidder to reduce costs to the state.	3/26/09
SPR Submission to Control Agencies	1/5/09	5/5/09	Done	PCC 6611 negotiations were entered into with bidder to reduce costs to the state.	
Contract Finalized; Contractor On Board	7/1/09	7/1/09	On Target		

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IV&V for DDI On Board	5/27/09	7/1/09	Delayed	IV&V RFP release cannot occur until SPR is approved. No impact to implementation date.	
Pay Point 1: Design Documentation Release	9/30/09	9/30/09	On Target		
Pre-Production Release 1	7/31/10	7/31/10	On Target		
Pay Point 2: External Web Paid Family Leave (PFL) Claims	9/30/10	9/30/10	On Target		
Pay Point 3: Internal Graphic User Interface (GUI) Custom Conversion	9/30/10	9/30/10	On Target		
Pre-Production Release 2	2/28/11	2/28/11	On Target		
Pay Point 4: External Web for Claimants/Medical Providers and Expanded Internal GUI for Initial Claim Intake	4/30/11	4/30/11	On Target		
Pay Point 5: External Web for Employers/Voluntary Plan	4/30/11	4/30/11	On Target		
Pre-Production Release 3	8/15/11	8/15/11	On Target		
Pay Point 6: Automated Claim Processing	9/30/11	9/30/11	On Target		
Pay Point 7: Scanned Forms	9/30/11	9/30/11	On Target		
Pay Point 8: Business Intelligence	9/30/11	9/30/11	On Target		
Pay Point 9: Remaining Use Cases	9/30/11	9/30/11	On Target		
Production Release	9/30/11	9/30/11	On Target		
Pay Point 10: DIA System Acceptance	1/31/12	1/31/12	On Target		

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Document Management System (not System Integrator (SI) vendor) Contracted Work Complete	2/29/12	2/29/12	On Target		
Productive Use Warranty	4/30/12	4/30/12	On Target		
Contract Closeout	6/30/12	6/30/12	On Target		
EDD Project Closeout	6/30/12	6/30/12	On Target		
Post Implementation Evaluation Report (PIER)	6/30/13	6/30/13	On Target		

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			
Milestones	X			
Deliverables	X			
Resources	X			
OneTime Cost	X			
Continuing Cost	X			

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Status Reports – Sponsor to Steering Committee

Summary Milestones and Highlights

Project Milestones: <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Release RFP	2/26/08		Done		3/4/08
Evaluation of Draft Proposals	7/25/08		Done		7/20/08
Evaluation of Final Proposals	10/22/08		Done		10/29/08
Public Cost Opening	10/30/08		Done		10/30/08
Cost Evaluation	11/7/08		Done		1/6/09
Contract Negotiation	12/1/08		Done	PCC 6611 negotiations were entered into with bidder to reduce costs to the state.	3/26/09
SPR Submission to Control Agencies	1/5/09	5/5/09	Done	PCC 6611 negotiations were entered into with bidder to reduce costs to the state.	
Contract Finalized; Contractor On Board	7/1/09	7/1/09	On Target		
IV&V for DDI On Board	5/27/09	7/1/09	Delayed	IV&V RFP release cannot occur until SPR is approved. No impact to implementation date.	

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Document Management System (not System Integrator (SI) vendor) Contracted Work Complete	2/29/12	2/29/12	On Target		
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EDD Project Closeout	6/30/12	6/30/12	On Target		
Post Implementation Evaluation Report (PIER)	6/30/13	6/30/13	On Target		

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			
Milestones	X			
Deliverables	X			
Resources	X			
One Time Cost	X			
Continuing Cost	X			

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Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	0
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	0
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	0
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	1
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	0
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	0
	Partially engaged	1	
	Inadequate enagement	2	
8. Strategy Alignment	Strong alignment	0	0
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	0
	Medium	1	
	Weak	2	

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	0
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	0
	Moderately Effective	1	
	Ineffective	2	
Total			1

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

Vendor Viability Rating Rationale

Vendor met all Administrative Requirements and Corporate Reference Requirements in the RFP.